

# Microsoft Office Outlook Web Access

**Accessing Webmail from OUTSIDE the ADVS LAN. If you are using a computer on the ADVS network this will not work.**

Start your web browser and go the ADVS Homepage at:

<http://www.azdvs.gov>

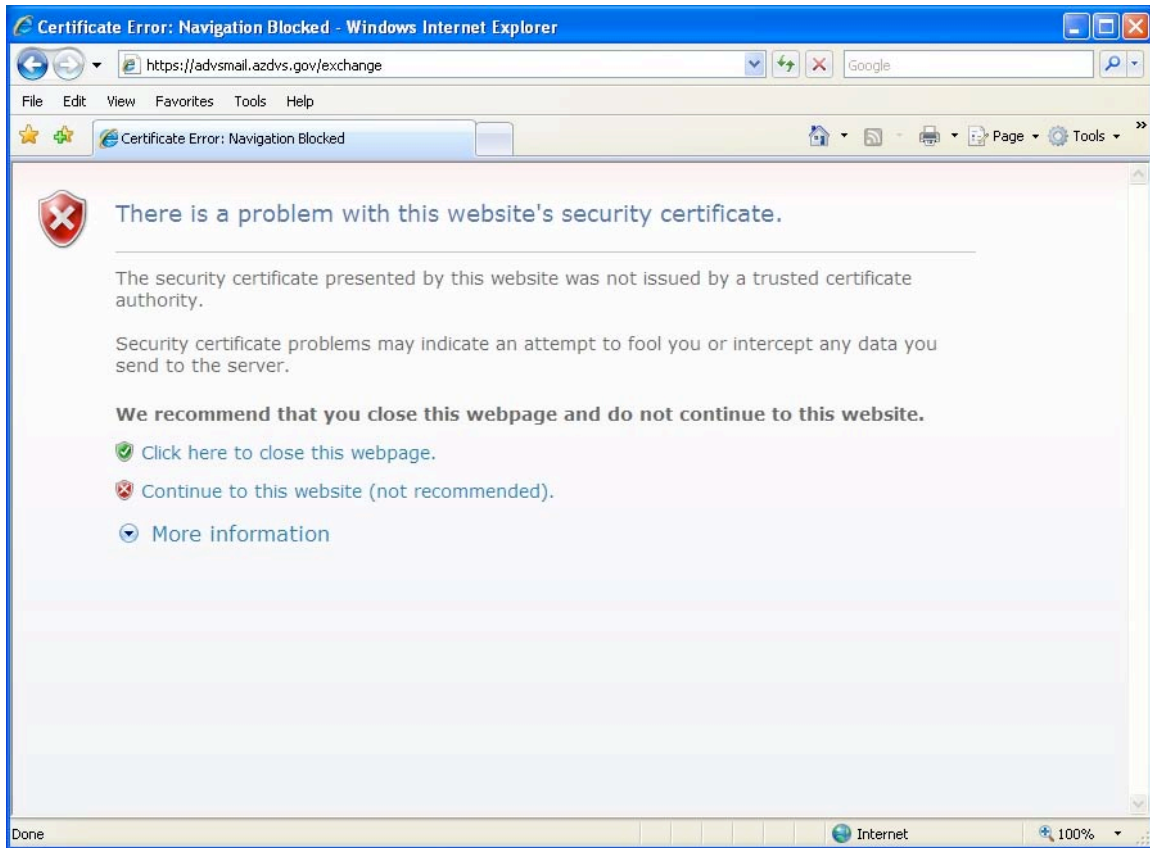
Then scroll down to the bottom of the page (see below)



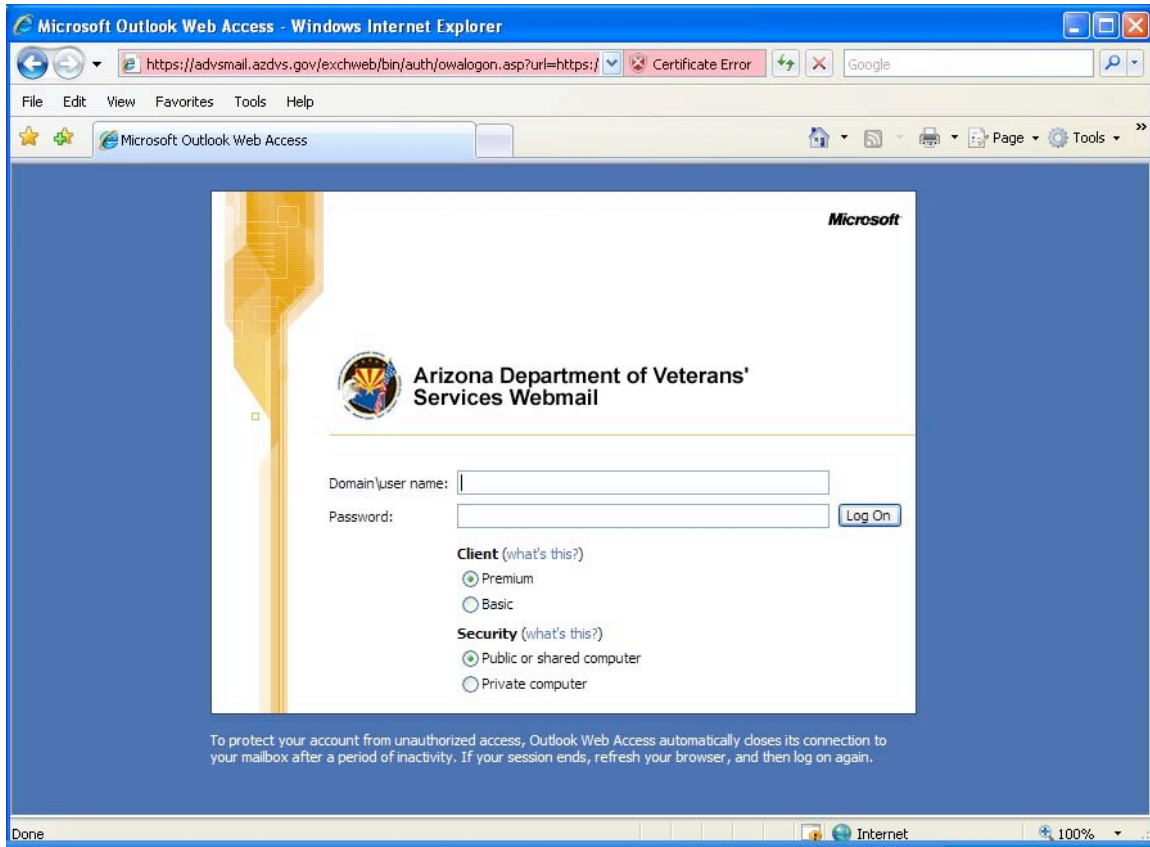
Now click on the Outlook Web Access image (see below)



You may receive a warning stating There is a problem with this website's security certificate (see below). Just click on the Continue to this website (not recommended) link.



You will be presented with a login screen (see below). In the User Name field enter the same username you use to login to your computer. In the password field enter in the same password you use to login to your computer. When this password changes, your Outlook Web Access password changes along with it.



## Login Options

### Client Options

If you are using Internet Explorer you will be given the Client options of **Premium** or **Basic**. Premium is a more robust Outlook-like environment and will be discussed first. Basic loads quickly, but does not offer the advanced features such as drag and drop or the Preview Pane. It is the default you will get if you use a browser other than IE, and in that case, you will not see the Client option. **If you are using dial-up access then choose the Basic Option, if not then leave the default Premium option selected.**

## Security Options

The Public or shared computer Security option decreases the amount of inactivity time before you will have to reconnect to Webmail. **The Private Computer option should never be used. Leave the default Public or Shared computer option selected.**

## Premium Client Features

### Initial Screen Premium Client

The initial screen that appears is similar to Microsoft Outlook. Your initial view is the contents of the Inbox. The left side rail is broken into Folders and then specific folder categories. Folders offers the familiar Folder List option from Outlook, and all of the functions are the same.

The Options shortcut offers features normally available by selecting Tools, Options in the Outlook Client. Public Folders will launch a separate window using a more primitive form of outlook. You will not be able to drag and drop from this other window, and most of the Outlook type features will not work.

### Similarities to Outlook Client

The Contacts, Deleted Items, Drafts, Journal, Notes, Outbox, Sent Items, and Tasks folders operate the same as the Outlook Client.

### Inbox Folder

Most of the Inbox is identical to the Outlook Client, so here we will only mention the differences.

The Inbox (Messages) drop down menu above the toolbar is used to change or filter what messages appear in the inbox. For example, you can use it to show only unread messages. These filters do not delete mail. They will just temporarily hide them. These options are also was available on the View menu in the Outlook client. The default setting for this is Messages, and this setting will show all the e-mails in the current folder. This setting will be saved if you log out and log back in.

If you have multiple emails in your inbox and need to see additional email, use the Page: number box and arrows in the upper right hand corner of the screen to scroll to the next and previous pages of your Inbox. (see below).



## Composing Messages

When you click the new button for a new message, these are the only differences between this and the Outlook client.

## Spell Check

Spell Check is new in this version of Outlook Web Access. The icon is identical to the Outlook client. The first time you use the feature, you must specify the Language as English (United States). You may also specify whether or not to Always check spelling before sending. Left Click Check Document to perform the check. From then on, the spell check will not ask for a language when you Left Click the icon.

## Fonts and Colors

By Left Clicking the large A next to the font setting you will open a Font window that allows you choose from all the fonts installed on the computer. The drop down list to the right of the Large A has 5 standard fonts. Next to those is another A with a red line underneath. Left Clicking it will reveal a palette for choosing a font color.

## Addressing Messages

If you Left Click To, CC, or BCC a Find Names dialogue box will appear. Unlike the previous version, you can choose between the Global Address List and Contacts at the top of this form. Type in any information you know about your intended recipient. The

more information you put in the fewer matches it will find. Once it has found the recipient, Left Click the recipient, and then Left Click To, CC, or BCC . Once you are finished adding names, Left Click Close to return to the message. If you search by one of the other fields such as Department you will end up with a list of everyone in that Department.

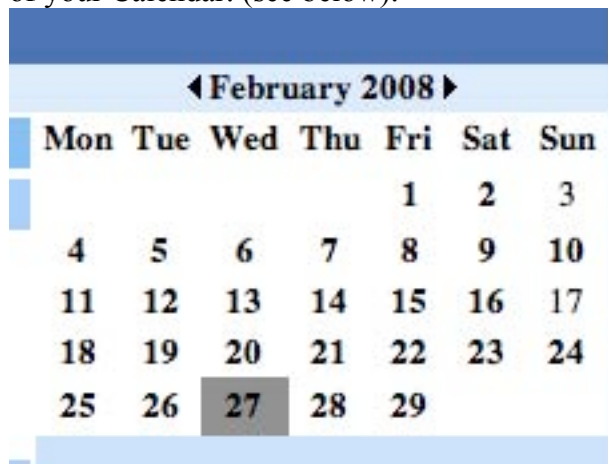
### **Attachments**

The paper clip icon launches this dialogue window that allows you to Browse to the file you want to attach and then Attach the file. Attached files are shown in the white box at the bottom of the page. To remove any of them, Left Click the check box next to the name and then Left Click Remove.

### **Calendar Folder**

The Calendar itself is identical to the Outlook client. The only difference is how reminders appear in the web client.

If need to view past and future appointments in your Calendar, use the Small Calendar in the upper right hand corner of the screen to scroll to the next and previous months/weeks of your Calendar. (see below).

A small calendar widget for February 2008. It has a blue header bar with the text "February 2008" in white, flanked by left and right arrow icons. Below the header is a table with days of the week as columns and dates as rows. The date 27 is highlighted with a grey background.

February 2008						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### **Appointment Reminders**

When you enter the Outlook Web client, any Reminders you assigned for Appointments will appear in a popup window. Here you can choose to Dismiss All which will close all the reminders or you can choose Open Item to open the highlighted appointment and actually examine it. Choosing Dismiss will dismiss the highlighted. Choosing Snooze allows you to choose a length of time for the reminder to go away before reappearing. If you select Close, the reminders will remain at the bottom left of the screen for this session but will reappear as a popup the next time you login.

## **Junk E-mail Folder**

The Junk E-mail can be used to filter e-mails from unsolicited senders. To use this option follow these steps:

Left Click Options from the list at the left hand side of the screen.

Check the Filter Junk E-mail. Box.

Left Click the Manage Junk E-mail Lists... button.

From the View or Modify list select Blocked Senders. These will be the people (specific e-mail addresses) or domains (such as @junkmail.com) that you wish to filter out of your Inbox. Safe Senders are specific e-mail address exceptions to the blocked domains. Safe Recipients are receivers that you do not wish to have filtered. For example, Group listings such as the groups on the Global list or Local Lists.

Left Click Add.

Type in an e-mail address or domain you wish to block.

Left Click OK Twice.

At the top of the Options window, Left Click Save and Close.

## **Basic Client Features**

The basic version is what non-Internet Explorer 5.0 or later users will automatically see. It is also much faster to load this version of the client. If you have a slow connection, or just want to quickly view e-mail, choose this version by clicking on Basic Client before logging in.

### **Initial Screen Basic Client**

The initial screen that appears is similar to Microsoft Outlook. You begin in the Inbox. Folders offers the familiar Folder List option from Outlook, but comes up to right hand side of the screen when you Left Click Folders.

The Options shortcut offers features normally available by selecting Tools, Options in the Outlook Client. One very important thing to mention is that drag and drop does not exist. You must use the icons at the top of the bars to move or copy any items between folders. To do this simply Check the item(s) before Left Clicking the corresponding function.

Most of the similarities are exactly the same between the Premium and Basic versions. Use the same references for guidance listed above.

Left Clicking Log Off at the bottom of the left hand list will exit Webmail and log you off of the system.

## **Inbox Folder**

Most of the Inbox is identical to the Premium Client, so here we will only mention the differences. The Preview Pane does not exist.

### **Composing Messages**

Spell Check does not exist. Text is treated as plain text without special fonts or colors. Addressing works exactly as in the Premium version, but you only have the Global address list. Attachments work exactly the same as they do in the Premium version.



## **Calendar Folder**

The Calendar itself is similar to the Outlook client. One difference is Double Left Click features do not work. To create a new appointment you must click New. Also reminders appear exactly the same as they do in the Premium version.